

**Terms of Reference
Neighbourhood Concept Plan for
Grandview Heights Area #4**

A. INTRODUCTION:

The City of Surrey's Official Community Plan (the "OCP") guides growth and development within the City.

A General Land Use Plan ("GLUP") for Grandview Heights was adopted by Council in June 2005. The GLUP illustrates, in broad terms, the general land use patterns for the larger Grandview Heights community, the major transportation routes, the general location of parks, schools, and major greenways, the community structure, a general approach to engineering servicing, and a general financing strategy. The GLUP defined the location of future neighbourhoods, and articulated guiding principles for the preparation of more detailed Neighbourhood Concept Plans (NCPs). The GLUP map showing the location of future neighbourhoods is attached as Appendix I. The base map information is provided as Appendix II.

NCPs build on the general policy direction of the GLUP to more precisely define the land uses and densities, transportation network, servicing, amenities, and a detailed financing strategy. The NCP will act as the base upon which development and rezoning applications are accepted, reviewed, and processed.

B. PURPOSE

These Terms of Reference (ToR) set out the parameters for undertaking a planning and public consultation process for the preparation of an NCP for Grandview Heights Area #4. The ToR define the study area, provide guidelines for the preparation of the NCP with specific focus on Stage I on the NCP process, outline the requirements and content of the NCP and identify the approximate time frames for the preparation and adoption of a plan. Appendix III of these Terms of Reference contains the complete Engineering component of the NCP work.

C. BACKGROUND

In July 2005, a group of owners of land in Grandview Area #4 submitted a petition requesting that the City begin the planning process for an NCP. The petition represented 63% of the owners of the properties in the area and 66% of the land area. It was based on using an alternative sanitary sewer system to allow development of the NCP area in advance of the normal progression of sewer services from west to east, as proposed in the GLUP. A study prepared for the owners, entitled: East Grandview Heights Trunk Servicing Concept Report was submitted to the City of Surrey.

Instead of waiting for the construction of the North Grandview Sewer Interceptor through North Grandview Heights, the alternative scheme proposed the construction of a pump station near 176 Street/32 Avenue and a sanitary forcemain within 32 Avenue right-of-way from this pump station to the Rosemary Heights Pressure Sewer at 152 Street/32 Avenue over a distance of about 5 kilometres. While this alternative servicing scheme was considered to be feasible, this and other infrastructure necessary

for the implementation of an NCP in this area is out of the normal NCP staging sequence proposed in the GLUP.

In July of 2006 Surrey Council considered Corporate Report L008 regarding the phasing of new Neighbourhood Concept Plans, including the pros and cons of commencing NCP for the Area #4 and directed staff to bring forward a ToR for an NCP for the Grandview Heights Area #4 subject to the NCP proponents agreeing to:

1. *Pay the costs for construction and maintenance of all interim engineering services required for opening the area to development (such costs are not eligible for DCC rebates);*
2. *Pay to the City, all costs the City incurs in retaining consultants for studies and plan preparation work in support of preparing the subject NCP;*
3. *The NCP planning process commencing when the Stage I component of the NCP for Grandview Heights Area #2 has been completed and approved by Council; and*
4. *That conditions 1 and 2 be incorporated in an agreement, prior to the commencement of the NCP process.*

The Stage I component of the Grandview Heights Area #2 NCP has been completed. The City and representative of the Owners' Group have collaborated on the preparation of an Agreement as set out in section 4 above, which was approved by Council on July 27, 2009 and is attached as Appendix IV.

Since the approval of the GLUP, the owners of eight properties along the north side of 20 Avenue, within the Rural designation of Redwood Park Estates, have requested to be included within the NCP process for Area #4. The addition of these properties in the study area was also endorsed by Council on July 27, 2009.

D. THE AGREEMENT

Grandview Heights Neighbourhood #5, to the west of this study area, remains a large central area of Grandview Heights which will continue to be designated Suburban for the foreseeable future. There is no current appetite by the majority of the landowners in Area #5 to service the area or increase the density. The extension of development approximately 1.5 kilometres beyond the current Urban designation will require the extension of sewer services to Area #4 from the end of the Grandview Interceptor which is located at approximately 160 Street, just north of 28 Avenue and the extension of water services from the Grandview Reservoir west of 168 Street. It will require road upgrades that have yet to be determined through the planning process.

For this reason, it has been necessary to execute an agreement between the City of Surrey and the proponents of the development of an NCP to allow this process to proceed. The Agreement between the Owners' Group and the City of Surrey (Appendix III) specifies that if an NCP for Area #4 is to proceed in advance of the normal progression of development from west to east across Grandview Heights, which will result in engineering services being extended to the area, it was necessary that an agreement be

executed to confirm that the NCP proponents would be responsible for the costs of the preparation of the plan and for the costs for the design, construction and maintenance of all works required for the opening of the area to development. The agreement states that to ensure that all interests of the City are taken into account in the preparation of the NCP and the work is done in a manner consistent with the normal NCP process and consultant management, the Agreement states that:

- The City will undertake the Stage I component of the NCP, consisting of the land use concept, distribution of densities, preliminary engineering concepts and preliminary financial analysis. Work in this stage will be done by consultants retained by the City through a "Request for Proposals" and the work will be managed by the City under its normal NCP process.
- The work from Stage I will form the basis for a determination as to whether the parties wish to proceed to Stage II of the NCP preparation process, which involves the preparation of detailed urban design guidelines, detailed engineering servicing plans and a financial strategy for the NCP. Subject to agreement to move to Stage I, the Owners' Group will be responsible for all of the costs associated with the detailed studies required to complete the NCP Stage II process.
- Subject to the completion of the Stage II component, a further agreement will be required to ensure that the financing of all costs for the design, construction and maintenance of all Works required for the development of the NCP, including but not limited to sewer, water, drainage, transportation facilities and parkland will be the responsibility of the Owners' Group.
- The City will initiate a process to recoup its costs and the Owners' Group costs for the preparation of the NCP through a charge to all owners in Area #4 at the time of development.
- The Owners' Group understands and agrees that the works undertaken may not be included in the 10 year Servicing Plan and may not be eligible for DCC rebates. If the cost of works exceeds DCC revenues for the area, special levies may be charged. Cost recovery may be achieved through the Development Works Agreement Process, which requires successful petitioning of benefiting properties and a By-law.
- The Owners' Group understands and agrees that because the NCP is proceeding out of sequence with regard to the normal west to east construction of services, it will be required to upsize services to accommodate potential future growth in areas of Grandview Heights and North Grandview Heights to the west.

E. THE NCP AREA

NCP Area #4 is bounded by 176 Street (Highway 15), 20 Avenue and the northerly boundary of the existing Redwood Park Estates subdivision, 184 Street and the Agricultural Land Reserve (ALR) boundary as shown on the attached map. The NCP is approximately 201 hectares (497 acres) and consists of 92 properties.

This NCP area is characterized by north easterly slopes ranging from a gentle slope of about 5% in much of the uplands area to the west to steeper slopes of 8 to 15% eastwards along the ALR boundary. A portion of the historic Great Northern Railway right-of-way is located between 176 Street and 184 Street at the foot of the north easterly slope. A significant portion of the lands in the area south of 28 Avenue and smaller portions in the area to the north of 28 Avenue and south of 24 Avenue are identified by the environmental studies conducted for the City by ECL-EnviroWest, HBLanarc and Madrone Environmental Services Ltd. as Environmentally Sensitive Areas (ESAs) of High sensitivity containing large intact blocks of woodland and riparian habitat areas of the Erickson Creek tributaries.

The OCP and Zoning

The entire NCP area is designated Suburban in the City of Surrey Official Community Plan. The current zoning in the area is primarily A-1 (General Agriculture), A-2 (Intensive Agriculture) and RA (One Acre Residential). There are also some parcels zoned CD (Comprehensive Development).

The GLUP Context

Most of the NCP #4 area is designated for "Urban Residential (4 to 15 upa)" on the GLUP, with much of the area in the vicinity of the ALR boundary proposed for residential in cluster form at urban density with significant buffering to the adjacent ALR. A smaller area to the northeast of 24 Avenue and 176 Street is designated for a mixed-use commercial and multiple residential (15 to 45 upa) and a portion of the existing property owned by the Science of the Soul organization northeast of 28 Avenue and 176 Street is designated "Institutional". An area at the interface with the existing Redwood Park Estates subdivision is designated "Transitional Density" residential at 2 to 4 upa.

The GLUP identified the need to locate an elementary school, associated with a neighbourhood park, within this NCP area. The sites for the school and park will be identified as part of the NCP planning process.

The GLUP identified a potential Neighbourhood Commercial centre in NCP Area #4, surrounded by Multiple Residential Development.

Further Studies undertaken in Grandview Heights

The City of Surrey has commissioned further work in the Grandview Heights area subsequent to the completion of the General Land Use Plan. The Consultant should reference to these studies and determine any further work that is required to complete the work to an NCP level of detail.

1. The Engineering Department has commissioned a study to prepare an Integrated Storm Management Plan (ISMP) for the Erickson Creek watershed, as mandated by GVRD's Liquid Waste Management Plan. The purpose is to provide direction for the land use planning and development of the area in balance with stormwater engineering, flood & erosion protection and environmental protection. This study is complete.

2. The City has retained Madrone Environmental Services Ltd. to conduct a detailed Environmental Study and Tree Survey for Areas 3, 4, 5 and 5A of Grandview Heights. The Study includes Terrestrial Ecosystem and Vegetation Mapping, arboriculture, fish habitat and riparian areas, wildlife, soils and terrain, and hydrology and groundwater recharge.
3. The City has commissioned further work by Coriolis Consulting to assess the financial viability and potential commercial development in Grandview Heights, with reference to the size of the neighbourhood commercial node proposed for Area #4.
4. The City retained Project for Public Spaces to provide input into "place-making" elements and opportunities for neighbourhood gathering places in association with commercial uses and neighbourhood amenities.

E. SCOPE

Key Issues

The following key planning issues must be addressed and resolved during the Stage I component of the NCP planning process:

1. Identify the NCP's vision, principles, and objectives for a sustainable neighbourhood within the context of the City's Sustainability Charter, Parks, Recreation & Culture Strategic Plan, Official Community Plan, Transportation Strategic Plan and GLUP including opportunities for local employment, open space, tree preservation, walking, bicycling and transit and integration of place-making features.
2. Determine traffic circulation and transportation access from the major roads in the area and consideration of the impacts from the future widening of 24 Avenue, and identifying and addressing key findings of the 2031 South Surrey Traffic Model Study that are relevant to this NCP area.
3. Determine the location and design of the road network on the steeper slopes in portions of land in the vicinity of the ALR boundary.
4. Development active transportation modes, including cycling and the development of a walkability plan.
5. Confirm the location of and determine the scale and character of the neighbourhood commercial centre and gathering places in keeping with "place-making" principles, and the location and size of neighbourhood parks and open space as well as an Elementary School if required by the Surrey School District.
6. Explore options for and recommend extent, form and density of the cluster residential at urban density proposed in areas of Environmental sensitivity and in the vicinity of the ALR boundary. Provide solutions for residential development and develop guidelines to minimize and mitigate impacts.

7. Identify options for the effective buffering of development with the adjacent Agricultural Land Reserve (ALR).
8. Provide for the interface with the areas to the west (future NCP Area #5), the form, density and design of the "Transitional" density area between the urban residential and the existing Redwood Park Estates subdivision which is designated Rural in the Official Community Plan, and the transition with Redwood Park, which is designated Conservation.
9. Integrate the findings and directions of the Erickson Creek Integrated Storm Water Management Plan (ISMP) into the land use options for the NCP. Recommend policies and guidelines to reduce and mitigate the potential impacts of water runoff from the area on the ALR.
10. Provide recommendations for the design of the greenways proposed along 24 Avenue and within the historic Great Northern Railway right-of-way.
11. Identify any significant view corridors and develop policies and guidelines for their preservation.
12. Integrate considerations for sustainable development.

NCP Content

The NCP will contain the elements specified in "Part 5: Secondary Plans" of the OCP. The NCP will include a physical plan for land uses (the Land Use Concept Plan) and strategies for facilities, amenities, engineering servicing, and financing.

The NCP process will entail two stages. Specifically, staff will report to Council with a Stage I Report once there is agreement on a general Land Use Concept that can be supported based on preliminary planning, engineering, environmental and other work and related public consultation. Once Council is satisfied with the general Land Use Concept as documented in Stage I, the final detailed engineering and financial strategies will be detailed and finalized and a final and complete NCP will be forwarded to Council for consideration in the form of a Stage II Report. The following table outlines the levels of details required to complete Stage I and Stage II of the NCP process.

ITEM	LEVEL OF DETAIL FOR STAGE I:	LEVEL OF DETAIL FOR STAGE II
Land Use Concept – Map and draft policies	Distribution of uses and densities, projected population/commercial and other land area, reflecting items listed below Development of overall sustainability principles.	Finalized concept and population analysis. Specific plans and actions related to the development of a sustainable neighbourhood.
Location of Schools, Parks, Walkways and Greenways	Recommended sites for schools and parks to satisfaction of School District and Parks planning staff	Confirmation of sites, design details for walkways, greenways, implementation strategy. Development of a finalized neighbourhood walkability plan.
Design Guidelines	Preliminary design and place-making concepts	Detailed design and place-making guidelines.
Transportation	Proposed road layout, hierarchy of roads, preliminary indication of impact on transportation system to satisfaction of Engineering staff	Finalized transportation plan and impact assessment, including the incorporation of transit service. Integration of the road network with the walkways, greenways and walkability plan.
Stormwater Management	Proposed Stormwater Management Plan within watershed context (or existing Master Drainage Plans) and corresponding impact mitigation strategies to the satisfaction of Engineering staff	Conceptual sizing of neighbourhood stormwater management facilities (including ponds, trunks, etc.) and associated financial analysis, coordinated with environmental analysis
Water, sewer	Confirmation of connectivity to Surrey System, preliminary servicing strategy and indication of capacity and impact on surrounding area to satisfaction of Engineering staff Analysis of any oversizing required.	Completed design of water and sewer water systems, including Financials.
Environmental analysis	Site assessment, assessment of environmentally sensitive areas, coded streams, significant stands of trees Preliminary review by EAC, ERC, AAC and other applicable committees	Review of plan by EAC and ERC if necessary. Integration of environmental concept into finalized plan and policies.

ITEM	LEVEL OF DETAIL FOR STAGE I:	LEVEL OF DETAIL FOR STAGE II
Land Use Concept – Map and draft policies	Distribution of uses and densities, projected population/commercial and other land area, reflecting items listed below Development of overall sustainability principles.	Finalized concept and population analysis. Specific plans and actions related to the development of a sustainable neighbourhood.
Heritage assessment	Overview assessment of area heritage resources	Recommendations for incorporation of heritage resources into plan
Other studies as necessary related to specific features of the NCP area or impact on adjacent areas	Completion of market evaluation	
Amenity charges		Calculation of amenity fees

Appendix III of these Terms of Reference contains the Engineering Study Component. This section sets out the detailed requirements for the Transportation Study, and Drainage, Water and Sewer Requirements, as well as the Financing and Staging Strategy. Each section is broken into the work requirements for the Stage I and Stage II components of the NCP process.

NCP Preparation and Consultation Process

The Area #4 NCP process and the consultant contract will be managed by the City of Surrey in a manner consistent with the normal NCP process. The consultant will work under the sole direction of the City of Surrey.

As part of the planning process, a Citizens' Advisory Committee will be formed from owners/representatives of the properties within the NCP area and representatives of the surrounding neighbourhoods. Representatives from select community associations will also be invited, where appropriate, to provide additional information to the planning process.

Appendix V lists the activities and approximate time frames associated with the major steps in the NCP #4 planning process. Infrastructure and engineering servicing planning, as detailed in this Terms of Reference will be integral to the process, as will be extensive public consultation through committees, workshops and/or focus groups and meetings. At various milestones through the planning process public open houses will be held to invite comments, and status reports will be provided to Council. Where appropriate, input of the residents/property owners outside of the NCP area, business community and other stakeholders will be sought during the preparation of the NCP.

As part of the planning process, at least two land use options will be developed for review and comment by the residents/owners, stakeholders, and other interested parties.

Appendix VI provides a sample Table of Contents for the final NCP document.

F. DELIVERABLES

The NCP Stage I document will contain the following components:

1. Maps and statistics describing the plan area and sub-areas;
2. A description of the overall development concept;
3. Policies for the development and provision of services, amenities, and facilities;
4. Consistency with OCP, Sustainability Charter, Transportation Strategic Plan and other policy directions of the City of Surrey. Consistency with the guiding principles of the GLUP, and where the NCP varies from the GLUP, a rationale for the proposed change;
5. A Land Use Concept addressing all of the issues set out in SECTION E – SCOPE of these Terms of Reference.

Submission Requirements

Draft reports will be in hard copy (2) and digital formats (on disk). Final reports will be in hard copy (2) and digital formats (on disk). Supporting reports can be in a read only format for inclusion in Appendices. Associated text is required in MS-Word for possible input to staff reports.

G. NCP TIMELINE

Stage 1 of the NCP process is expected to be completed by September, 2010. Upon completion of Stage I of the NCP and prior to its final approval by the City and the implementation of any Works, the City will require a further agreement to be signed between the City and the Owners" Group specifying how the works will be implemented and financed.

H. BUDGET

The Consultant shall at this time provide a budget for the completion of the Stage I component of this NCP.

I. CONSULTANT'S SUBMISSION REQUIREMENTS

The Consultant shall provide the following information, as the minimum, for consideration by the City:

1. Statement of understanding of the project and project requirements and any proposed augmentations to the terms of reference to ensure that the objectives of the study will be fully met.
2. The proposed approach to undertake the assessment.
3. The proposed study timelines for the Stage I component of the study.
4. The proposed deliverables of the study.
5. A description of the consultant team, including team leaders and all personnel to be used in carrying out the various components of the project.
6. A list of similar projects the consultant has completed, with a brief description of these projects.
7. A description of how the team adds value to the project beyond simply complying with the Terms of Reference.
8. A breakdown of the proposed budget for the project, including a breakdown of anticipated hours to be spent by each individual on the consultant team and the charge out rate for each individual, and an upset price to complete the study, including all identified deliverables.

J. PROPOSAL SUBMISSION

The deadline for the submission of proposals is _____ by _____ pm.

Please submit the proposals to the attention of Judy McLeod, Manager of Long Range Planning & Policy Development to the following address:

Planning and Development Department
City of Surrey
14245 56th Avenue
Surrey, BC
V3X 3A2

For further information, please contact:

_____ (P & D)

K. RESOURCES

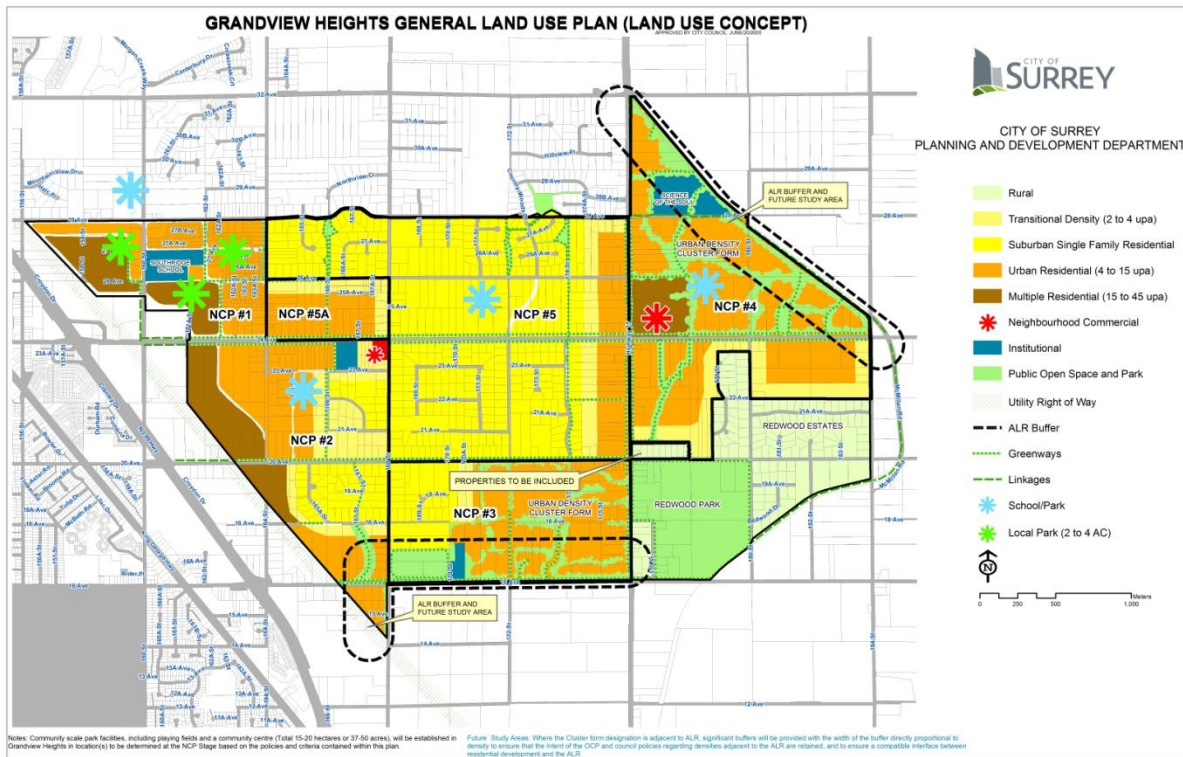
The consultant is welcome to study the following documents in preparing their proposal:

- Grandview Heights General Land Use Plan
- North Grandview Heights NCP Amendment
- Morgan Heights Neighbourhood Concept Plan (NCP #1)
- NCP # 2 Stage 1 Corporate Report
- City of Surrey Official Community Plan
- Surrey Sustainability Charter
- Surrey Transportation Strategic plan
- City of Surrey Zoning By-law 12000
- R-91 road classification map
- City of Surrey Engineering Design Criteria Manual (May 2004)
- Surrey Transportation Plan and Bicycle Plan
- 10-Year Servicing Plan
- Grandview Heights Commercial Market Analysis – August 2008 – Coriolis Consulting Group
- Grandview Heights Overview Environmental Assessment and Tree Survey – December 2008 – Madrone Environmental Services Ltd.
- City of Surrey Design & Development Placemaking Guidelines – 2009 - Project for Public Spaces

Appendices

- I - Grandview Heights General Land Use Plan and NCP Areas Boundary Maps
- II - Base Context Map and Aerial Photo of the NCP Area #4
- III Engineering Terms of Reference
- IV - Agreement between the City of Surrey and the Grandview Heights Area #4 Owners' Group
- V Proposed Work Schedule – List of Activities and Time Frames
- VI - Sample Terms of Reference

Grandview Heights General Land Use Plan Map



ENGINEERING STUDY Terms of Reference Summary

General Requirements

The consultant must demonstrate how the NCP will conform to the policies and guidelines of the overall Grandview Heights General Land Use Plan, and provide details related to a general approach to providing engineering services for the area, with estimated costs, sequencing and funding strategy. Because Area #4 is proceeding in advance of Area #3, additional effort is required to determine the servicing of the Area #3 that may affect Area #4. Servicing and costing estimates need to allow for all reasonable development scenarios of Area #3. The proponents of the Area #4 NCP need to understand the issues associated with proceeding out of sequence and the potential design and construction costs associated with pre-servicing for land uses to be determined in the future when the NCP for Area #3 proceeds.

Section E of the main body of the Terms of Reference defines the study area.

1. Transportation Requirements

Background

NCP#4 is divided by a major arterial road (24 Avenue) into south and north segments. All properties currently accessing from, or fronting, 24 Avenue will be accessed from back lanes and through local road systems. The same requirement applies to the properties accessing from, or fronting, Hwy 15.

Other major roads in the area include 184 Street (arterial) and two collectors, 180 Street and 20 Avenue. The existing internal road network is limited to a few residential roads which function as access to the individual lots. Overall, the existing local road network pattern does not follow a grid/connected road system and provides few connectivity options through the neighbourhood. The General Land Use Plan assumes future densification of the area and requires the road network planning process to deal with opportunities and constraints such as topography, land use and environment, to improve the area connectivity.

Scope of Stage 1 Transportation Study

Most of the transportation planning, traffic analysis, modelling and road network improvement work will be undertaken in Stage 1 as the consultant explores opportunities and constraints related to topography, land use, environment, and the interface between adjoining existing communities and future planned NCPs. The consultant will also review and test several proposed road network options developed by the Citizens' Advisory Committee, Transportation Consultant and engineering staff.

The consultant will identify the demand for a future transportation system, based on the transportation modeling results for the proposed road network options that support the land use options for the study area. It will support newly generated trips, transit, the

needs of pedestrians and cyclists and take into account the future density for the NCP #3 and NCP#5 which are yet to be planned.

The scope of the study shall include, but not be limited to, the following requirements:

1. Document current land use and transportation plans with reference to the Grandview Heights General Land Use Plan, the R-91 road classification map, the Surrey Transportation Plan, the Bicycle Plan, the 10-Year Servicing Plan improvements, Ministry of Transportation Plans, and TransLink Plans;
2. Analyze the existing transportation system: Road network; Intersection Channelization; Traffic Controls; Traffic Volumes; Intersection Performance (7:00 – 9:00 AM Weekday, and 3:30 – 6:30 PM Weekday); Transit Services; Pedestrian Facilities;
3. Identify the NCP's principles and objectives within the context of the City's Sustainability Charter and Transportation Strategic Plan. Include opportunities for developing well connected, short blocks road network system, support open and integrated neighbourhoods, incorporate tree preservation, walking, biking, transit and enhanced place-making.
4. Assess the impact of traffic generated by the Campbell Heights area, (e.g. the intersections of 192 and 196 Street at 24 Avenue). Consider the impacts from future widening of 24 Avenue. Identify and address key findings of the 2031 South Surrey Traffic Model Study that are relevant to this NCP area.
5. The design of the greenways proposed along 24 Avenue and within the historic Great Northern Railway right-of-way. Additionally, other pedestrian connections, greenways, and multi-use corridors will need to be established and identified within the NCP area.
6. Forecast future conditions for the given horizon years: Model Development – South Surrey Sub-Area Model; Population and Employment Projections; Proposed Area Road Network Changes; Project Traffic Volumes (clearly establish and document the base traffic volumes, development volumes, and the combined traffic volumes at all intersections and major access points identified by City staff); Calculate development trip generation using trip generation rates established by the Institute of Transportation Engineers (I.T.E.) or MoT Trip Generation Manual (subject to City's discretion); Distribute the development trips (analyze and document the distribution of traffic either by market studies or by methods in the report); Identify the percentage mode split for transit, cycling and walking trips; Assign development trips (clearly demonstrate and document the assignment of traffic, using the existing and proposed road network).

For congested or complex road networks, computer modelling may be required. If computer modelling is used, clearly document the principles and the model used in the program, including zonal inputs and assumptions. Analyze intersection capacity (using methods and procedures outlined in the Canadian Capacity Guide, or the Highway Capacity Software (HCS), calculate the volume/capacity ratios, and Levels

of Service of all intersections and major access points). Determine future laning. Comment on sensitivity to 24 Avenue ramps and 20 Avenue overpass at Hwy 99. Propose neighbourhood road network functional classification. Comment on required pedestrian and bicycle facilities; traffic calming; and the possibility of introducing greener streets. Evaluate the potential demand for transit.

The outcome of the study shall include, but not be limited to, the following:

- a. Functional road classifications map incorporating both the surrounding approved road network and a new development road network;
- b. Future geometrics (laning, channelization, and traffic control) of intersections or interchanges. If a new traffic signal is proposed, MoT signal warrant calculations shall be conducted (available from the City if necessary). If traffic signal progression is affected, the before and after impact on the traffic signal progression shall be evaluated using an accepted software. If any Level of Service exceeds "D" at intersections designed to the ultimate configuration, then reassign trips (where reasonable) to obtain a more balanced network. Where not possible, identify alternate improvements necessary to maintain a Level of Service "D". Identify all locations having a volume/capacity ratio exceeding 0.85 or 35 seconds average intersection delay. Identify all individual movements, which have a volume/capacity ratio exceeding 0.90;
- c. Pedestrian and bicycle network plans;
- d. Transit network – proposed bus routes;
- e. Parking and traffic calming plans;
- f. Traffic and access control and management plan along major arterial road system (Hwy 15, 24 Avenue, 184 Street and 32 Avenue);
- g. Traffic Safety at the major accesses (school zones, commercial/retail areas, parks)
- h. Cost estimate for all the site improvements needed to support function of NCP #4 area and allow for the undeveloped NCP#3 and NCP#5 areas to proceed with densification. Including any road widening, new road construction, and traffic signal installation

Scope of Stage 2 Transportation Study

The transportation review in Stage 2 will consist of refining the selected and approved road network option in Stage 1 based on the approved land use concept. At this stage, the consultant will work on road cross-sections (if proposed sections are different from those approved for the Morgan Heights and North Grandview Heights Amendment NCPs), detailed parking and traffic calming plans, as well as the sidewalks, greenways and bike network.

2. Drainage Requirements

Background

The Grandview Heights NCP #4 area drains south, following the natural land topography. It drains through various natural and man-made watercourses within the Erickson Creek catchment, and is tributary to the Nicomekl River. The study area is defined by the catchment to the Erickson Creek and its tributaries. The NCP servicing will accommodate flows that currently or may be reasonably expected flow through the study area from outside the NCP. If applicable, servicing outside the NCP boundaries will be identified for the purpose of estimating the stage 2 study and budget cost estimates will be prepared.

An Integrated Stormwater Management Plan (ISMP) for Erickson Creek has been finalized. The ISMP's main objective is development of a drainage plan that describes how land use change can be accommodated within the catchment while protecting the natural environment and providing a reliable and acceptable level of drainage servicing. Best management practices and design objectives were developed for use in the watershed to ensure the IMSP's targets are met.

The drainage servicing component of this study will include a review of the feasibility of implementing the recommendations of the ISMP and incorporate the recommendations into the NCP servicing concept or provide alternative servicing concepts that meet the objectives identified in the ISMP.

Scope of Stage 1 Drainage Study

In general, Stage 1 of the servicing study must ensure that all servicing requirements that may have an impact on land use are defined and located within the plan. Requirements such as detention ponds and other surface drainage features are strongly influenced by topography and must be incorporated into the land use plan as early as possible in the planning process. It is anticipated that much of the servicing strategies required for the area are identified in the ISMP and the scope of this NCP will be confirmation of the applicability of the strategies within the proposed land use plan. In addition to servicing the lands within the NCP boundaries, this study will identify areas impacted by the NCP development that may affect the development of Area #3 and prepare strategies to allow the servicing of both development areas.

Specific drainage servicing tasks covered in Stage 1 will include but may not be limited to:

1. Confirming existing drainage boundaries and highlighting possible/proposed future changes;
2. Highlighting downstream constraints associated with proposed drainage plan;
3. Testing mitigation measures recommended in the ISMP and modifying these if required. This includes conveyance upgrades for minor and major flows, detention facilities and low impact development best management practices;

4. Integrate opportunities for best management practices (BMPs) that will protect the hydrologic regime of the watercourses and minimize the risk of water quality degradation. This includes road cross-sections that incorporate the necessary BMPs while meeting transportation and operation requirements; and
5. Detailed review of the proposed BMP's in the context of the proposed land uses and Surrey applicable by-laws, policies and procedures. Particular attention must be given to design guidelines and standards for measures and infrastructure on both public and private lands.

All hydrologic and hydraulic modelling required to develop the drainage servicing plan must be completed within the scope of Stage 1 to ensure the recommended infrastructure is adequate to service the proposed land use. The modeling will include flows from Area #3 outside the NCP that flow into the NCP or is impacted by the development of Area #4. Stage 1 will provide cost estimates of the required infrastructure to allow the proponents to determine the feasibility of proceeding to Stage 2.

Scope of Stage 2 Drainage Study

With respect to drainage servicing, Stage 2 will deal mainly with phasing and detailed cost estimates. The consultant must develop cost estimates for all community drainage facilities (ponds, trunks) to service Area #4. If it is determined that areas outside the NCP are affected or affect Area #4, identify the cost of the infrastructure in these areas. Stage 2 presents the funding strategy to implement the required works. Suggested phasing/sequencing for the NCP must also be discussed with respect to drainage servicing including costs associated with development that progresses out of logical sequence.

In order to facilitate planning and servicing designs of specific applications the extent of areas that will allow construction of homes with basements must be delineated. As with sanitary sewer servicing, a preliminary profile of the storm sewer must be provided that will show its depth and length.

Drainage BMPs may also need to be integrated into the neighbourhood's design guidelines to ensure the proper implementation of the recommended impact mitigation strategies.

3. Water Requirements

Background

The area is currently partially serviced with small diameter municipal water mains. Some properties are still serviced by private groundwater wells. A new trunk and distribution water main network is required to support development. Servicing of the NCP requires planning, phasing and an overall functional plan of the water system.

Water supply to this NCP will be provided by the existing Grandview Pump Station and reservoir located in the 16700 block on 24 Ave. The topography requires that this NCP

will be serviced by three pressure zones (142m, 110m & 90m). A Previous study (Grandview Pump Station Pre-Design completed in January 2005) recommends that Grandview Pump Station and pumped network service the 142m pressure zone and a gravity main network will service the 110m pressure zone. The 90m pressure zones will be supplied by the gravity main network via pressure reducing valves. This servicing concept has been implemented in other areas in Grandview.

Scope of Stage 1 Water Study

The consultant shall provide an overall plan of the water system to service the NCP. The plan shall include, but not be limited to, the following:

1. Re-define the pressure zone boundary within the NCP #4 area and adjacent areas. The new pressure zone boundary between 142m, 110m and 90m shall reflect the water level in the Grandview reservoir, i.e. between 106 m and 113 m., and that the HGL of the pressure zone shall be 108m;
2. Review the Grandview Pump Station Pre-design report regarding proposed feeder mains including both pumped and gravity systems;
3. Review the Campbell Heights Water Network Analysis report which confirms that the gravity main from Grandview reservoir to Campbell Heights is no longer required for Campbell Height area. The gravity main will be removed from the upcoming Ten Year Plan
4. Review the North Grandview Heights Amendment Area NCP and the Morgan Heights NCP, and Grandview Height NCP 2 reports;
5. Determine the base size of the high pressure (142m HGL) feeder main from the Grandview Pump Station to supply this NCP. Also identify upsizing needs of the feeder main to service other areas including NCP 5 and NCP 3, as well as areas south of this NCP that are outside the ALR.
6. Determine the base size of the gravity main from Grandview Reservoir to service the intermediate (110m) and lower (90m) pressure zones. Identify upsizing needs of the feeder main to service other intermediate and lower zones. Discuss demand from ALR with the City.
7. Determine a system of PRVs to provide the supply to intermediate and lower pressure zones, including provision of interconnection redundancy between the high and intermediate pressure zones.
8. Ensure that all water supply to this NCP is derived from the Grandview Pump Station or Reservoir. The GVWD connection at 24 Ave and 184 St has an inlet pressure of 73m to 80m HGL and is inadequate to service the designated pressure zone (90m).
9. Provide cost estimate of all off-site high pressure and gravity feeder water mains including their eligibility for City funding of their upsizing.

10. Identify all high pressure and gravity mains within the NCP. Provide cost estimate.
11. Provide cost estimate of all pressure reducing valve stations
12. Identify all water mains within the NCP area that are larger than the minimum size of 200mm. Provide cost estimate of the upsizing cost.
13. Coordinate with the land use plan so that utility corridors are provided, as appropriate, to loop all watermains.

Scope of Stage 2 Water Study

In Stage 2, the consultant shall provide a detailed water supply plan to service this NCP area and specifically:

1. Provide a water supply system plan, both within and outside the NCP areas, including:
 - A pumped supply system for the high pressure zone (142m pressure zone) from the proposed Grandview Pump Station;
 - A separate gravity supply system from the GVRD Grandview reservoir to service the intermediate pressure (110 m pressure zone);
 - A water main network to service the lower (90m) pressure zone
 - The location of all pressure reducing valves.
 - The high pressure and gravity zones shall be serviced separately. Interconnections via pressure reducing valves shall be provided for emergency supply. Eliminate any inter-pressure zone flow under all normal demand scenarios except fire flow and emergency conditions.
2. Ensure that the water system shall be of adequate capacity to meet the Maximum Day Demand plus Fire Flow and Peak Hour Demand (supported with calculations) to the study area for the proposed land uses in accordance to the City's Design Criteria;
3. Provide supporting information to confirm that the proposed network is of adequate capacity. Calculations and maps indicating the pressure at peak hour demand, fire flow availability, hydraulic gradient, and velocity within pipes shall be required. Provide model logging as per City requirement.
4. Ensure that onsite and off-site water mains for each pressure zone are looped to provide redundancy and enhance water quality. Dead ends will not be allowed;
5. Recommend staging strategy for the implementation of the pumped and gravity system;
6. Provide cost estimate, funding strategy, and phasing/sequence for the NCP;

7. Recommend, in particular, the funding strategy for the offsite feeder mains, PRVs, and off-site looped connections; and
8. Identify any interim supply scenario if development occurs at intermediate and lower pressure zones before the completion of off-site gravity feeder mains. The City will not fund any interim supply scenario.

4. Sewer Requirements

Background

Currently most of the area east of 160 Street on the north slope of the Grandview Heights area is not serviced by the City's sanitary sewer system. Residents rely on the use of in-ground septic field disposal systems for sewage disposal.

The sewage from this area will be serviced by the Grandview Heights Interceptor (GHI) Phase 2 and 3 roughly following the 48 to 57 meters contours and extending to around 172 Street as shown in the Servicing Plan (Grandview Heights South Sanitary Sewer Servicing Plan Study by Earth Tech August 2006). Area 4 will be serviced by a future pump station (Grandview East Pump Station) around 176 Street and 32 Avenue which pumps to the end of the GHI Phase 3 at 172 Street.

Scope of Stage 1 Sewer Study

The consultant shall define the catchment for the Grandview East Pump Station as the catchment could be larger than the NCP area. The plan shall include how the sewage is going to be collected and flow to the pump station before pumping to the Grandview Height Interceptor. Off site constraints must be identified and reviewed. Should an interim alternative servicing be proposed to pump to 152 Street and 32 Avenue or to 160 Street and 28 Avenue instead to the GHI Phase 3, a comprehensive plan shall be developed to deal with the odour, septicity and pressure surges arising from the length of the proposed forcemain. Also, include in the plan how to switch over from the interim scheme to the permanent scheme. Provide an estimated cost for the construction and maintenance of the interim and permanent servicing scheme including any off-site works required to service the proposed NCP Area #4.

Scope of Stage 2 Sewer Study

Detailed modelling and system design must be completed by the consultant. Specific sanitary sewer servicing issues include, but may not be limited to:

1. Define the sewer sub-catchments;
2. Identify and detail any creek or environmentally-sensitive area crossings;
3. Define and depict the sewer collector system for this NCP area;
4. Ensure sewer alignments conform to the City's design criteria (e.g. no rear yard or side yard alignments);

5. Ensure all properties are serviced by gravity;
6. A preliminary profile of the sewer shall be provided that will show the depths and lengths of the sewer. The consultant will highlight critical sections;
7. Provide a sewer calculation spreadsheet showing the anticipated flow velocities: This spreadsheet should be complemented by a map showing the sewer sub-catchment and related sewer lines and manholes;
8. Locate and size the pump station and forcemain. The consultant must address low flow conditions such that septicity will not be an issue;
9. Provide a detail solution for resolving the odour and septicity issues arising from the proposed long forcemain, should interim servicing to 152 Street and 32 Avenue or 160 Street and 28 Avenue be proposed.
10. Perform a transient analysis for the pumping system. Determine whether transient head attenuation will be required for the pumping system; if so, determine the type and sizing of the transient attenuation features.
11. Highlight and review right-of-way requirements for the pump station, gravity sewers and forcemain;
11. Develop cost estimates for all community sanitary sewer components (sewers, pumps) and propose a funding strategy;
12. Provide DCC revenue projections;
13. Suggest phasing/sequencing for the NCP with respect to sanitary servicing;
14. Evaluate whether interim measures will be required to service the area prior to construction of the Grandview Heights South Pump Station; and
15. Prepare a detailed implementation plan for such interim measures. Provide cost estimates for these interim measures.

Guidelines for Sewer Design:

- Avoid down-slope cul-de-sac;
- Avoid sewer flow against ground or road grades;
- Avoid rear and side lot servicing and alignments;
- Align road to follow contours whenever possible;
- Provide maintenance access for all sewer lines.

D. FINANCING AND STAGING

Background

A funding strategy is required to link the servicing costs with the proposed implementation plan. Preliminary cost estimates will be developed for all Development Cost Charge ("DCC") eligible infrastructure and an assessment of the financial balance sheet for the NCP will be provided. As is the case for most NCPs within the City of Surrey, the following principles for engineering infrastructure financing will apply:

- The City will not finance costs for new infrastructure to serve development;
- The DCCs collected in the NCP must balance with or exceed required expenditures for the total build out of the NCP on a per asset basis. Funding shortfalls must be addressed through alternate financing strategies; and
- The City will not fund through DCCs, any interim infrastructure or measures.

The financial evaluation must take into consideration the staging of the NCP to ensure the required infrastructure can be implemented using logical phasing that will be financially viable with the DCC funding and administrative procedures (i.e., DCC credits, front enders etc.).

Scope of Stage 1 Financing and Staging Study

Stage 1 will include preliminary planning level cost estimates for all works, including all upsizing or temporary works, within or off-site, needed to service the NCP area. The cost estimates will include any trunks works which may reasonably be expected to be in place through NCP#3, if NCP #4 were to proceed in a logical sequence, after NCP #3.

Detailed financing and staging evaluations will be undertaken in Stage 2.

Scope of Stage 2 Financing and Staging Study

The consultant will prepare DCC revenue estimates for the NCP area based on the land use plan developed in Stage 1.

The consultant will prepare preliminary cost estimates for all community infrastructure (i.e. DCC eligible). The cost of infrastructure elements required to service areas outside the NCP area will be pro-rated to reflect the catchment and timing of future development.

A financial analysis will be completed comparing revenue to costs on an asset basis. Potential shortfalls must be highlighted and possible funding strategies proposed.

Note: City staff will calculate Amenity charges, with input from the consultant team as appropriate.

All submissions under this proposal call shall become the property of the City of Surrey. The City of Surrey shall make a decision on the selection of a consultant at its sole discretion, and shall reserve the right to cancel this proposal call without selecting any consultant at any time.

AGREEMENT

GRANDVIEW HEIGHTS AREA #4 NEIGHBOURHOOD CONCEPT PLAN

THIS AGREEMENT is dated the _____ day of _____, 2009.

BETWEEN:

CITY OF SURREY

14245 – 56 Avenue
Surrey, British Columbia V3X 3A2

(the "City")

OF THE FIRST PART

AND:

PLATINUM ENTERPRISES LTD., a British Columbia corporation having its registered office at #201 – 12837 76 Avenue, Surrey, British Columbia V3W 2V2
and

SOUTH SURREY DEVELOPMENT CORP., a British Columbia Corporation having its registered office at #100 – 1450 Creekside Drive, Vancouver, British Columbia V6J 5B3

(the "Owners' Group")

OF THE SECOND PART

WHEREAS:

- A. Grandview Heights Area #4 "Area #4" consists of 92 individual properties and approximately 195 hectares (481 acres) of land bounded by 176 Street (Highway 15) to the west, the Agricultural Land Reserve to the north and east, and the Redwood Park Community to the South, as shown on the map attached as Schedule I to this Agreement.
- B. On July 24, 2006, Council resolved as follows:
- "Direct staff to bring forward a Terms of Reference for the preparation of an NCP for Grandview Heights Area #4 subject to the proponents agreeing to:*
- a) pay the costs for construction and maintenance of all interim engineering services required for opening the area to development (such costs are not eligible for DCC rebates);*
 - b) pay to the City, all costs the City incurs in retaining consultants for studies and plan preparation work in support of preparing the subject NCP;*

- c) the NCP planning process commencing when the Stage I component of the NCP for Grandview Heights Area #2 has been completed and approved by Council; and*
 - d) that conditions a) and b) be incorporated in an agreement, prior to the commencement of the NCP process".*
- C. The Owners' Group, representing themselves and the owners of certain properties within Area #4 as set out in Schedule II as the proponent, has advised the City that it wishes to proceed with the preparation of a Neighbourhood Concept Plan ("NCP") for Area #4 in advance of the anticipated normal phasing of development from west to east in Grandview Heights.
- D. The Stage I component of the NCP for Grandview Heights Area #2 has been completed.

THEREFORE in consideration of the payment of ONE (\$1.00) DOLLAR and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Owners' Group agree as follows:

1. The City will undertake the Stage I component of the NCP for Area #4 which will consist of a Land Use Concept showing the distribution of uses, densities and population, preliminary engineering concepts and a preliminary financial analysis as outlined in the NCP Checklist attached as Schedule III to this Agreement.
2. Subject to the approval of the Stage I NCP by the City, the preparation of the Stage II component of the NCP will be dependent on the Owners' Group agreeing to pay for all costs associated with the detailed servicing studies required to complete the Stage II component of the NCP process.
3. Subject to the approval of the Stage II NCP by the City, in order for development to proceed the Owners' Group will agree to pay the costs for design, construction and maintenance of all works required for the opening of the NCP area to development.
4. For the purposes of this Agreement, the "Works" shall mean any works that are required to be constructed for the development of the NCP area, including and without limitation sewer, water, drainage, transportation services and parkland development.

PHASE 1 – NCP STUDY

5. The City shall, in consultation with the Owners' Group, finalize a Terms of Reference for the preparation of the NCP.
6. The City will initiate a process to recoup its costs for the Stage I NCP and to recoup and return to the Owners' Group, the costs of Stage II NCP preparation, through a per unit or area charge applied to all owners in Area #4 which is payable at the time of development.
7. The City will retain qualified consultants through a "Request for Proposals" process and will pay for other costs directly associated with the preparation of the NCP, excluding the

Stage II studies. The City will select and manage the work of the consultants under its normal process for undertaking the Stage I and Stage II components of the NCPs.

PHASE 2 – NCP IMPLEMENTATION

8. Upon completion of the NCP and prior to its final approval by the City and the implementation of any Works, the City will require a further agreement to be signed between the City and the Owners' Group specifying how the works will be implemented and financed. To the extent that there is an inconsistency between section 3 and section 8 of this Agreement, section 8 shall prevail.
9. The Owners' Group understands and agrees that only permanent trunk works will be eligible for Development Cost Charge (DCC) reimbursement and for possible inclusion in the City's 10 Year Servicing Plan.
10. The Owners' Group acknowledges that permanent, DCC eligible works may not necessarily be included in the current 10 Year Servicing Plan. The DCC Works will be assessed in relation to the total cost of servicing the area and the area's DCC revenue. If the estimated costs for the DCC eligible Works exceed projected DCC revenues for the area it is agreed that the additional costs may be covered by a special area levy, or other such cost recovery mechanism, for the NCP area to cover all permanent infrastructure costs. Such a levy will be charged and can be available to reimburse front ending proponents only once the DCC eligible works are included in the City's 10 Year Servicing Plan. If the DCC eligible Works are not included in the City's 10 Year Servicing Plan at time of development, costs recovery may be achieved through the Development Works Agreement process, which requires successful petitioning of benefiting properties and a By-law.
11. The Owners' Group agrees that because the NCP is proceeding out of sequence with regard to the normal west to east progression of the construction of services anticipated for Grandview Heights, the NCP study will include the upsizing of any infrastructure within or outside Area #4. This upsizing will accommodate potential future growth in the areas to be serviced by the system, namely Grandview Heights NCP#5 and North Grandview NCP areas. This may be greater than the densities currently suggested in the Grandview Heights General Land Use Plan and North Grandview NCP. Should development proceed based on the approved NCP, the Owners' Group will agree to construct and pay for the reasonable upsizing of infrastructure as identified in the approved NCP, before proceeding to development. This upsizing, although part of permanent infrastructure, shall not be eligible for the 10 Year Servicing Plan, but its cost may be recovered through the Development Works Agreement process.
12. The Owners' Group agrees that because the NCP is proceeding out of sequence with regard to the normal west to east progression of the construction of services anticipated for Grandview Heights, the NCP study will include an analysis of additional operational costs associated with the services to ensure the proposed works do not impose an unreasonable burden on the City's operational budgets.

- 13. In the event that the Owners' Group attempt to circumvent the spirit of this Agreement or to change its terms and conditions, Surrey retains the right to cease all work on the NCP.

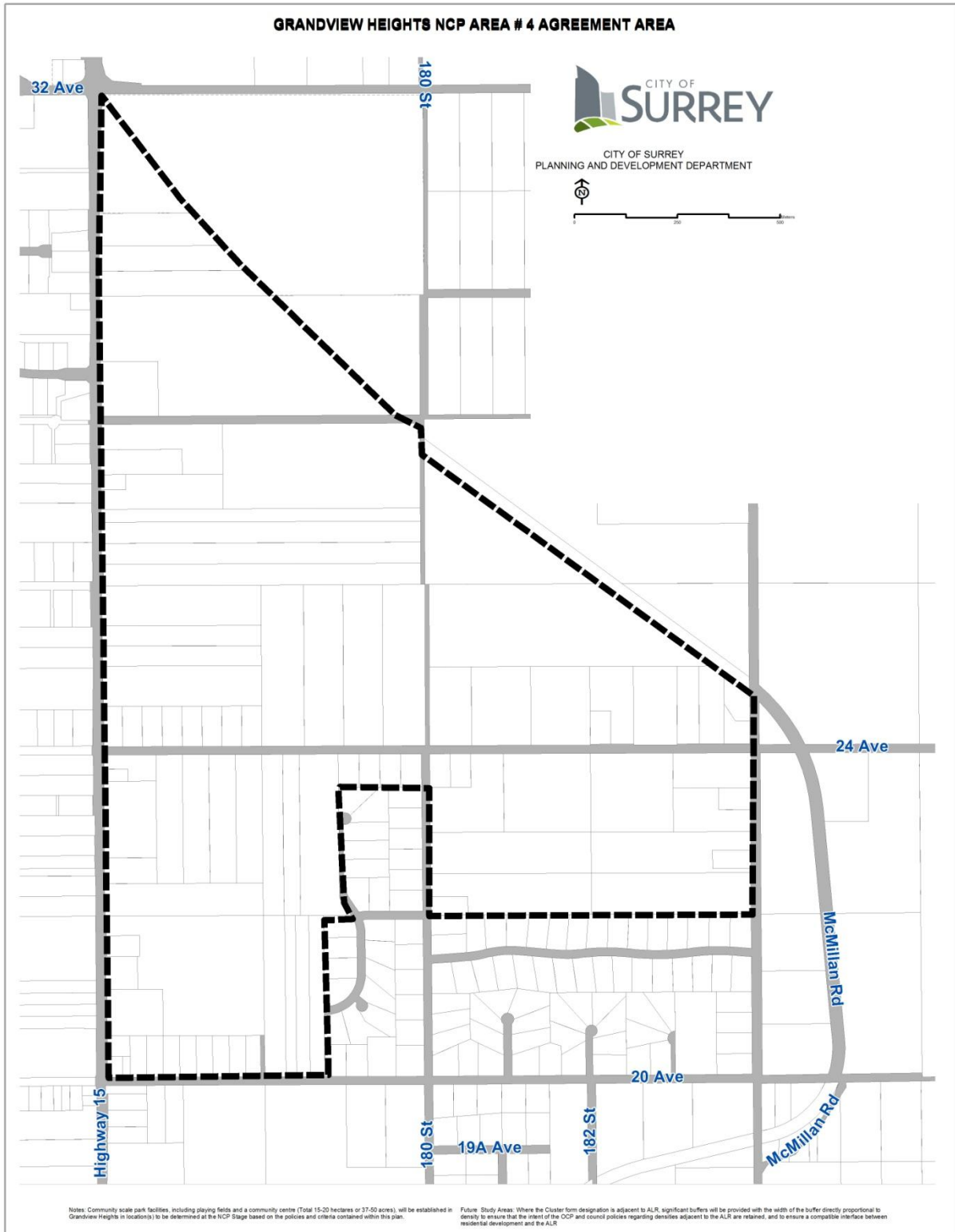
THIS AGREEMENT has been executed as of the day and year first above written.

CITY OF SURREY by its authorized)
 signatories)
)
 _____)
 authorized signatory)
)
 _____)
 authorized signatory)

PLATINUM ENTERPRISES LTD. by its)
 authorized signatory(ies))
)
 _____)
 authorized signatory)
)
 _____)
 authorized signatory)

SOUTH SURREY DEVELOPMENT CORP.)
 by its authorized signatory(ies))
)
 _____)
 authorized signatory)
)
 _____)
 authorized signatory)

Map of Agreement Area



SCHEDULE II

The "Owners' Group" is made up of the following persons/companies:

Name	Company
Tony Hepworth	Pennyfarthing Development
Avtar Johl	Platinum Group
Bernie Scholz	Adam-Chris Development
Narinder Pooni	Pooni Developments
Julian Carlson	Shearwater Investments
Marlon Carlson	Shearwater Investments
Maurice Ouellette	Emaar Canada
Hugh Carter	Qualico Development
Davy Sangara	Beech Development
Eric Chen	Erico Development
Jagmohan Singh	The Mask Group
Connie Chow	178 Developments
Ranj Deol	Terra Group
Gordie Mann	Richwell Holdings Ltd

SCHEDULE III

CHECKLISTS FOR NPC PREPARATION

ITEM	LEVEL OF DETAIL FOR STAGE I:	LEVEL OF DETAIL FOR STAGE II
Land Use Concept – Map and draft policies	Distribution of uses and densities, projected population/commercial and other land area, reflecting items listed below. Overall sustainability principles.	Finalized concept and population analysis. Specific plans and actions related to the development of a sustainable neighbourhood.
Location of Schools, Parks, Walkways and Greenways	Recommended sites for schools and parks to satisfaction of School District and Parks planning staff.	Confirmation of sites, design details for walkways, greenways, implementation strategy. Development of a finalized neighbourhood walkability plan.
Design Guidelines	Preliminary design concepts	More detailed design and place-making guidelines.
Transportation	Proposed road layout, hierarchy of roads, preliminary indication of impact on transportation system to satisfaction of Engineering staff.	Finalized transportation plan and impact assessment, including the incorporation of transit service. Integration of the road network with the walkways, greenways and walkability plan.
Storm water Management	Proposed Storm Water Management Plan within watershed context (or existing Master Drainage Plans) and corresponding impact mitigation strategies to the satisfaction of Engineering staff.	Conceptual sizing of neighbourhood storm water management facilities (including detention or retention systems, trunks, etc.) and associated financial analysis, coordinated with environmental analysis.
Water, sewer	Confirmation of connectivity to Surrey System, preliminary servicing strategy and indication of capacity and impact on surrounding area to satisfaction of Engineering staff. Analysis of any oversizing required.	Completed design of water and sewer water systems, including Financials.
Environmental analysis	Site assessment, assessment of environmentally sensitive areas, coded streams, significant stands of trees. Preliminary review by EAC , ERC, AAC and other applicable committees.	Review of plan by EAC, ERC, AAC and other applicable committees. Integration of environmental concept into finalized plan and policies.
Heritage assessment	Overview assessment of area heritage resources.	Recommendations for incorporation of heritage resources into plan.

ITEM	LEVEL OF DETAIL FOR STAGE I:	LEVEL OF DETAIL FOR STAGE II
Other studies as necessary related to specific features of the NCP area or impact on adjacent areas		
Amenity charges		Calculation of amenity fees.

Proposed Work Schedule

	Activity / Task	Estimated Time
STAGE 1	1. Initiate formal planning process <ul style="list-style-type: none"> • Collect background materials and information and invite participation on the Citizens' Advisory Committee • Hold the initial launch public open house (#1) • Confirm Citizens' Advisory Committee 	
	2. Meet with Interagency Committee <ul style="list-style-type: none"> • Identify any key concerns as outlined by the various agencies 	
	3. Undertake technical studies <ul style="list-style-type: none"> • Engage relevant consultants (environmental, heritage) 	
	4. Prepare land use concept options with consideration for the Erickson Creek ISMP's directions (at least 2 options will be created and reviewed) and related general servicing implications	
	5. Review the land use options <ul style="list-style-type: none"> • Technical review • Meet with various stakeholders • Hold a public open house (#2) 	
	6. Develop a preferred Land Use Concept <ul style="list-style-type: none"> • Review with stakeholders • Hold a public open house (#3) 	
	7. Refine the preferred land use concept, based on stakeholder and public input	
	8. Seek Council approval for Stage 1 land use and development concept	
STAGE 2	9. Prepare urban design and development guidelines and servicing / infrastructure, phasing and funding strategies	
	10. Hold the final public open house (#4)	
	11. Forward the final and complete NCP to Council for approval	

SAMPLE NCP TABLE OF CONTENTS

PART I	BACKGROUND
	1.1 Context
	1.2 The Plan Area
	1.3 Initiation of the NCP
	1.4 Opportunities and Constraints
	1.5 The Planning Process
PART II	PLANNING OBJECTIVES, LAND USE PLAN AND POLICIES
	2.1 Vision and Objectives
	2.2 Planning Principles
	2.3 The Land Use Plan and Policies
	2.3.1 Residential
	2.3.2 Commercial
	2.3.3 Parks and Open Space
	2.3.4 Schools and Community Amenities
	2.3.5 Circulation
	2.3.6 Environmental Management
	2.4 Design Guidelines
	2.5 Interface, Buffering and Transition Policies
	2.6 Land Use Comparisons, Statistics and Projected Population
PART III	IMPLEMENTATION
	3.1 Amenity Contributions
	3.1.1 Park Amenities
	3.1.2 Library Materials, Fire and Police Protection
	3.1.3 Summary of Amenity Contributions & Anticipated Revenue
	3.2 Amendments
	3.2.1 Official Community Plan
	3.2.2 Neighbourhood Concept Plan
	3.2.3 Zoning-By-law
	3.3 Development Permit Area Guidelines
	3.4 Servicing, Phasing and Financing
PART IV	SERVICING PLAN
	4.1 Sanitary Sewer
	4.2 Drainage and Stormwater Management
	4.3 Water
	4.4 Transportation
	4.5 Utilities
	4.6 Infrastructure Phasing and Funding
APPENDICES	
	PART A: CONSULTANT REPORTS
	A.1 Stormwater Management Report
	A.2 Water Report
	A.3 Sanitary Sewer Report
	A.4 Environmental Report
	A.5 Arborist's Report/Tree Management Plan
	A.6 Transportation Report